

October 16, 2018

2018 CA Carr Fire **National Dislocated** **Worker Grant (NDWG)** **Project Launch Webinar**

Presented by: Sonja Crawford & Yvette Quevedo

An Adobe Connect Webinar

Audio Conference Line: (888) 278-0296

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Please use the chat feature for questions or to interact

Housekeeping

- Type the following into the Chat field:
 - First and Last Name, Agency/Organization, email
- Questions will be answered at the end of the presentation
- A copy of the PPT will be sent after this webinar

Agenda

- Project Overview
- Temporary Jobs
- Roles & Responsibilities
- Project Budget
- Timeline
- Reports
- Project Exhibit Package
- Project Statement of Work
- Resources
- Contacts & Communication

Project Overview

- Training and Employment Guidance Letter (TEGL) 2-15
 - Attachment II: Disaster NDWGs
- FEMA Declaration
 - FEMA-4382-DR = Carr Fire (GC 1135)
 - County: Shasta & Lake
- Each NDWG has specific Terms & Conditions

Project Overview (cont'd)

- All participant activity and expenditures should be tracked in CalJOBSSM
- No Core/Career/Intensive Services, only some Supportive Services allowed
- Temporary Jobs only
- No Training allowed

Temporary Jobs: Eligible Participants

- TEGL 2-15, Attachment II, Page 14

Eligible Participants

Participants must be determined eligible as defined in WIOA Sec. 170(d)(2). The following eligibility requirements apply to the following individuals residing within the declared disaster area, or who are forced to relocate due to the disaster or emergency event:

1. Individuals who are temporarily or permanently laid off as a consequence of the disaster;
2. Other eligible dislocated workers as defined in WIOA Section 3(15);
3. Long-term unemployed workers, as defined by the state; and
4. Self-employed individuals who become unemployed or significantly underemployed as a result of the emergency or disaster.

Outreach efforts should emphasize workers who lost employment as a result of the disaster. Veterans' preference applies within these eligible groups.

Temporary Jobs: Policies

- Job Duration
 - Maximum of 12 months or 2,080 hours
- Allowable Job Activities
 - **Clean-up** and **Repair** of Public or Private non-profit facilities damaged by the disaster
- Prohibited Job Activities
 - Restoration, renovation, erosion control, mitigation, demolition, (re)paint, (re)build, cutting, mowing, weeding, (re)construction

Temporary Jobs: Policies (cont'd)

- CalJOBSSM Participant Activity Codes
 - Allowable Codes
 - Required Activity Code to Enroll Participants into NDWG:
227-Disaster Relief Employment/Temporary Job
 - Supportive Services (Case Notes required):
 - Limited to those listed and approved on Exhibit Package
 - Examples: **181-Transportation Assistance; 185-Other**
 - Prohibited Codes
 - No Core/Career/Intensive Services
 - These activities cannot be charged to the NDWG
 - Examples of activity codes that are **not** allowable:
 - 101, 121, 125, 131, 183, 187, 219, 301, 302, 303, 326, 327, etc.

Disaster NDWG – CalJOBS Activity Codes

ALL participants must be enrolled in Activity Code 227, in the Disaster NDWG to be counted by EDD and DOL as an "Enrolled Participant" and to be eligible to receive any allowable Disaster NDWG funded Supportive Services.

Activity Code	Activity Code Name	Activity Definition	Disaster NDWG Allowable	When to use the 227 Activity Code in a Disaster NDWG
227	Disaster Relief Employment/Temporary Job <i>(Enrolled Disaster NDWG Participant)</i>	An eligible individual who has received and accepted an offer of a temporary job with a Disaster NDWG Project Operator.	<u>REQUIRED</u>	Once the individual has accepted the temporary job offer and prior to receiving any allowable Supportive Services. The 227 activity dates must reflect the date the individual is employed/participates in the temporary job.

Please note that all Project Operators must submit a list of the Supportive Services and Activity Codes they would like to offer participants in the Exhibit Package (Exhibit B, Line Item 8). Once the participant is enrolled in the Disaster NDWG/assigned Activity Code 227 they would be eligible to receive the approved Supportive Services.
**** All Supportive Services require staff to document detail of the service provided in an accompanying case note.***

Activity Code	Reporting Category: Activity Code Name	WSIN17-09 Activity Definition	Disaster NDWG Allowable	When to use the Supportive Service Activity Code in a Disaster NDWG
180	Supportive Service: Child/Dependent Care	A participant received assistance with child care or dependent care that enabled him/ her to participate in career services or training activities.	Allowable	When supplying a participant with financial assistance for child/dependent care costs to allowing them to participate in temporary work.
181	Supportive Service: Transportation Assistance	A participant received assistance with transportation that enabled him/her to participate in career services or training activities.	Allowable	When supplying the participant with a bus pass or gas card to ensure their ability to make it to their temporary job.
182	Supportive Service: Medical	A participant received assistance with medical services that enabled him/her to participate in career services or training activities.	Allowable	When supplying the participant with an NDWG funded, employer required immunization, such as a TB test.
185	Supportive Service: Other	A participant received assistance that was necessary to enable the individual to participate in career services or training activities. This activity code should only be used if no other Supportive Service codes apply. <i>This activity code requires staff to document the type of service provided in a case note.</i>	Allowable	When supplying a participant with an NDWG funded, employer required drug screening and background check. <i>This activity code requires staff to document the <u>type of service</u> provided in the accompanying case note.</i>
186	Supportive Service: Seminar/Workshop Allowance	A participant received an allowance to attend an employment-related seminar or workshop.	Allowable	When supplying a participant with required safety training, specific to a position or tool.
188	Supportive Service: Tools/Clothing	A participant received assistance with employment-related attire or tools for the purpose of obtaining or retaining employment.	Allowable	When supplying the participant with work wear, protective wear and/or small tools that are required for them to perform their temporary job (Participant is to retain the Tools/Clothing).

Activity Code Guide

Roles and Responsibilities

Department of Labor

- *Awards NDWGs and Releases Incremental Funds
- *Requires Quarterly Reports
- *Conducts monitoring visits
- *Requests important time-sensitive info/data



Employment Development Department: Project Manager

- *Provides technical assistance
- *Requires Monthly and Quarterly Reports
- *Troubleshoots CalJOBSSM issues
- *Requests additional increments, when applicable
- *Conducts site visits



Project Operator/Subrecipient

- *Enrolls participants in CalJOBSSM under **Activity Code 227 – Disaster Relief Employment/Temporary Job**
- *Coordinates and Tracks Worksites
- *Completes Monthly Report and Worksite List by 5th of each month
- *Completes Expenditure report by 20th of each month
- *Completes Quarterly Reports by 20th of month after quarter-end

Project Budget

- Total EDD “Up-To” Award Amount is \$6,000,000
- First Increment of \$2,000,000 received 9/24/2018
- Subsequent increments can only be requested once the Project as a whole has reached 70% expenditure

Timeline

- Project Term/Period of Performance:
 - **8/20/2018 – 6/30/2020**
- Exhibits and Statements of Work
 - Due on or before **10/26/2018**

Reports

Report	Due Date*
Monthly Narrative with updated Worksite List	5 th of the following month <i>Example: February reports are due March 5th</i>
CalJOBS SM Expenditures	20 th of the following month
Quarterly Report	20 th of the month following quarter-end
Closeout & End of Project Report	60 days after project end date

If the due date falls on a weekend, the report is due the **Friday before that date.*

CalJOBSSM Reports:

- A \$0 Expenditure Report must be submitted monthly until you have expenditures to report. First report is due **10/19/2018**.
- Participant Data should be entered as they occur, such as enrollment and supportive services.

EDD Project Management Group - Required Reports



Workforce Services Branch
PO Box 826880, MIC 50
Sacramento, CA 94280-0001

Project Managers: Sonja Crawford Sonja.Crawford@edd.ca.gov
Yvette Quevedo Yvette.Quevedo@edd.ca.gov
Louella Dietrich Louella.Dietrich@edd.ca.gov
Tuyen Tran Tuyen.Tran@edd.ca.gov

National Dislocated Worker Grant (NDWG) Monthly Report

*Email reports (Monthly Narrative & Updated Worksite List) to the Project Managers
on or before the 5th of the month, following the reporting period.
Please note that late submissions could negatively impact the release of future funding increments.
This is a Performance-Based Grant.*

Project Operator: <input type="text"/>	Grant Name: 2018 CA Carr Fire
Contact Name: <input type="text"/>	Email: <input type="text"/>
Contact Title: <input type="text"/>	Telephone: <input type="text"/>
Date of Report: <input type="text"/>	Reporting Period: <input type="text"/>
(mm/dd/yyyy)	(Cumulative through mm/yyyy)

1. Please complete the following table:

Performance Factor	Project Plan	Actual in CalJOBS SM	% of Plan
Enrolled in Activity Code 227 - Disaster Relief Employment/Temporary Job	<input type="text"/>	<input type="text"/>	<input type="text"/> %
Received Supportive Services	<input type="text"/>	<input type="text"/>	<input type="text"/> %
Completed (Exited) NDWG Services	<input type="text"/>	<input type="text"/>	<input type="text"/> %
Employed at Exit of NDWG Services	<input type="text"/>	<input type="text"/>	<input type="text"/> %
Total Expenditures	<input type="text"/>	<input type="text"/>	<input type="text"/> %

*% of Plan = $\frac{\text{Actual in CalJOBS}^{\text{SM}}}{\text{Project Plan}}$

EDD Project Management Group - Required Reports

Fire National Dislocated Worker Grant (NDWG)

Project Operator: EDD Example

Please note:

1. All worksites must be approved by your Project Manager prior to work beginning.
2. If a worksite is not included with the initial exhibit submission, please send the worksite list with the new requested worksite to your Project Manager.
3. All yellow cells must be completed (example provided).
4. The description of disaster related work should include detail of what the NDWG funded participants will perform. "Clean-up and repair" only, no maintenance, mitigation, prevention, rehab, enhancement or improvement.
5. A photograph of the worksite is required to be submitted (with the approval request and again with the completion of work [before and after]), please title the photos with the corresponding worksite name and number with the date it was taken (Elk Grove Park_Site1_1-1-2019).

Example of Completed Worksite

Worksite Information		Description of Disaster related CLEAN-UP and REPAIR activities				Participant to Supervisor Ratio			
Name	Elk Grove Park	Clean-up and repair (labor only) damages to the park from the Carr Fire. Clean-up of fire debris that includes ash, burnt and partially burnt playground equipment, baseball field bleachers, picnic benches and restrooms. Repair of burnt and partially burnt playground equipment, baseball field and bleachers, picnic benches, restrooms and parking lot.				6			
Street Address	1212 Elk Grove Blvd, Elk Grove, CA					Participant Worker Job Titles at this location	How Many	10	Participant Workers to 1 Supervisor
County	Sacramento								
Status	Future								
Description of Site	Park								
(if other)									
Worksite's Lead Agency		On Site Supervisor Title		Crew Supervisor	2				
Agency Name	Elk Grove Park District	NDWG Funded Participant							
Public or Non Profit	Public	On Site Supervisor Title		Park Manager	1	Notes:			
Contact Person	Parker Greene	Lead Agency Staff							
Contact's Job Title	Park Manager	TOTAL On Site Supervisors		3					
Email Address	pgreene@egp.org								
Worksite Timeline/Funding									
Requested Start Date	1/1/2019								
Anticipated End Date	2/15/2019								
Budget	\$ 40,000								

Before, During, and After Photos of each site should be sent with this.

EDD Project Management Group - Required Reports

2018 Carr Fire NDWG

Quarterly Report Form

Please update or fill-in areas highlighted in yellow.

Report is due on or before the 20th of the month.

Date of Report: 1/18/2019

Grant Quarter: 10/1/18 - 12/31/18

Project Operator:

Grant Code:

Prepared By:

PERFORMANCE FACTOR	Quarter Ending 12/31/18
Employed in Temporary Disaster Relief Assistance (Actual)	
Received Supportive Services	
Completed NDWG Services	
Employed at Completion of NDWG Services	
TOTAL PLANNED PARTICIPANTS	
Total Actual vs. Planned Participants Percentage	#DIV/0!
Supportive Services Expenditures	
Administrative Expenditures	
Other/Program Expenditures	
Total Expenditures	

NDWG – Submitting Expenditure Report – SAMPLE

I. General Information

Subgrantee:	LRC - L & R Career Center	YOA:	2017
Subgrant:	K8105096	Term Dates:	10/18/2017 - 12/31/2018
Grant Code:	1114 - California Wildfires 2017	Cash Received:	\$0.00
Allocation:	\$150,000.00	Revision:	0
Report Period:	10-2017	Report Interval:	Monthly
Report Type:	Version 2 - N.E.G.		

II. Total Expenditures (Administrative + Program)

	Previous (Not Applicable)	Current 10-2017 rev. 0
Total Expenditures	\$0.00	\$5,000.00

This should match
Section VIII. Total NDWG Expenditures

III. Administrative Expenditures

	Previous (Not Applicable)	Current 10-2017 rev. 0
Total Administrative Expenditures	\$0.00	\$2,000.00
a. Cash Portion	\$0.00	\$0.00
b. Accrued Portion	\$0.00	\$0.00

IV. Other Reportable Items (Administrative)

	Previous (Not Applicable)	Current 10-2017 rev. 0
1. Non-Federal Support (Stand-In)		
2. Unliquidated Obligations		
3. Program Income Earned		
4. Program Income Expended		

DO NOT
FILL IN

V. Cumulative Expenditures (Program)

	Previous (Not Applicable)	Current 10-2017 rev. 0
1. Core Self Service		
2. Core Registration / WIOA Career Services Basic		

Section II. Total Expenditures

=

**Section III. Total
Administrative Expenditures**

+

**Section V.7. Total Program
Expenditures**

Summary of Expenditures

- Subgrantee Type: Summary
- Subgrantee: [POR Project Operator Resource](#)
- Grant Code Type: Summary
- Grant Code: [1135 CA Carr Fire NDWG](#)
- YOA: 2018
- Revision Number: 99
- Reporting Period: 201810
- As-Of Date: 11/21/2018

User ID: ##### Date Generated: 11/21/2018

Subgrantee Code: [TR5 Training Sample](#) Grant Type: Version 2 - N.E.G.
 Grant Code: [1135 CA Carr Fire NDWG](#) Report Type: SS
 Grant Term: [08/20/2018-10/31/2018](#) Report Period: [10/2018](#)

I. SUBGRANT INFORMATION			
1. Year of Appropriation			2018
2. Report Revision Number			0
3. Subgrant Number			K.....
4. Subgrant Term			
5. Total Allotment		\$	0.00
6. Closeout Report? (Y/N)			N
II. TOTAL EXPENDITURES (Admin + Program)		\$	0.00
III. ADMINISTRATIVE EXPENDITURES			
1. Administrative Cash Expenditures		\$	0.00
2. Administrative Accrued Expenditures		\$	0.00
3. Total Administrative Expenditures		\$	0.00
IV. OTHER REPORTABLE ITEMS (ADMIN)			
1. Non-Federal Support (Stand-in)		\$	0.00
2. Unliquidated Obligations		\$	0.00
3. Program Income Earned		\$	0.00
4. Program Income Expended		\$	0.00
V. CUMULATIVE EXPENDITURES (Program)			
	Cash Expenditures	Accrued Expenditures	Total Expenditures
1. Core Self Services			\$ 0.00
2. Core Registration/WIOA Career Services Basic			\$ 0.00
3. Intensive Services/WIOA Career Services Ind.			\$ 0.00
4. Career Services Follow-Up			\$ 0.00
5. WIOA Training Services			\$ 0.00
a. WIOA Training Payments			\$ 0.00
b. WIOA Other Training Services			\$ 0.00
6. Other			\$ 0.00
7. Total Program Expenditures	\$	\$	\$

Not allowed

Not allowed

Not allowed

Not allowed

Not allowed

Not allowed

Not allowed

Not allowed

Not allowed

Not allowed

Not allowed

VI. OTHER REPORTABLE ITEMS (PROGRAM)		Total Expenditures			
1.	Non-Federal Support (Stand-in)	\$	0.00	Not allowed	
2.	Unliquidated Obligations	\$	0.00		
a.	Unliquidated Obligations – Core and Intensive Services/Career	\$	0.00	Not allowed	
b.	Unliquidated Obligations-Training Services	\$	0.00	Not allowed	
c.	Unliquidated Obligations - Other	\$	0.00		
3.	Program Income Earned	\$	0.00	Not allowed	
4.	Program Income Expended	\$	0.00	Not allowed	
5.	Incentive Funds Expended	\$	0.00	Not allowed	
VII. MISCELLANEOUS ITEMS (Admin and/or Program)		Cash Contributions	In-Kind Contributions	Total	
1.	Federal Mandated Match	\$ 0.00	\$ 0.00	\$ 0.00	Not allowed
2.	State Mandated Match	\$ 0.00	\$ 0.00	\$ 0.00	Not allowed
3.	Federal Leveraged Resources	\$ 0.00	\$ 0.00	\$ 0.00	Not allowed
4.	Non-Federal Leveraged Resources	\$ 0.00	\$ 0.00	\$ 0.00	Not allowed
5.	Transitional jobs Expenditures			\$ 0.00	Not allowed
Total Miscellaneous Items				\$ 0.00	Not allowed
VIII. 9130 – RECIPIENT SHARE OF EXPENDITURES					
1.	Total Recipient Share of Expenditures		\$ 0.00		Not allowed
2.	Total Program Income Earned		\$ 0.00		Not allowed
3.	Total Program Income Expended		\$ 0.00		Not allowed
IX. NDWG EXPENDITURES: PROJECT OPERATOR LEVEL					
1.	Participant Wages		\$ 0.00		
2.	Participant Fringe Benefits		\$ 0.00		
3.	Core and Intensive Services/WIOA Careers Svcs Basic & Individualized		\$ 0.00		Not allowed
4.	NEG/NDWG - Funding Training		\$ 0.00		Not allowed
5.	Career Services Follow-Up		\$ 0.00		Not allowed
6.	NEG/NDWG - Funded Supportive Services		\$ 0.00		
7.	Needs-Related Payments (NRP)		\$ 0.00		Not allowed
8.	Program Management and Oversight		\$ 0.00		
a.	Administrative, excl NRP Processing		\$ 0.00		
b.	Other		\$ 0.00		
9.	Other		\$ 0.00		Not allowed
Total NDWG Expenditures			\$ 0.00		
X. COMMENTS					

Services Provided Individuals - by Grant

- Region/Lwia: [Training Sample](#)

- State: California

- Grant Type: National DW Grant (NDWG)

- Grant: 558 - [1135 - CA Carr Fire NDWG](#)

- Veteran Information From: Both

- Date Field: Actual Begin Date

- Start Date: 08/20/2018

- End Date: [10/31/2018](#)

SAMPLE

Grant Number	Grant Description	Activity	Activity Description	Distinct Users	Total
1135	1135- CA Carr Fire NDWG	181	Support Service: Transportation Assistance	8	10
1135	1135- CA Carr Fire NDWG	185	Support Service: Other	1	1
1135	1135- CA Carr Fire NDWG	188	Supportive Service: Tools/Clothing	6	6
1135	1135- CA Carr Fire NDWG	227	Disaster Relief Employment/Temporary Job	7	9
Grant Number	Grant Description	Activity	Activity Description	Distinct Users	Total
				22	26
Total Rows: 4					

Service Categories By Activity Codes				
Activity Codes		Service Type	Total	Total
	180s	Supportive Services*	15	17
	227	Disaster Relief Employment/Temporary Job	7	9

*Note: Not all 180 Supportive Service codes are allowable.

Project Exhibit Package

Exhibit: A

LINE ITEM BUDGET					
Please fill in the applicable yellow cells, using whole dollar amounts.					
Blue text will auto populate throughout the Exhibit Package.					
Project Name: 2018 Carr Fire National Dislocated Worker Grant (NDWG)					
Project Operator: <u>Dropdown</u>			CalJOBS SM Subrecipient Code: <u>Dropdown</u>		
Prepared By:			Date completed:		
Line Item	Expense Item		Administrative	Program	Total
1	a. Administrative Staff Salaries		\$ -		\$ -
	b. Administrative Staff Fringe Benefits	% of Salaries: #DIV/O!	\$ -		\$ -
2	Administrative Staff Travel		\$ -		\$ -
3	Administrative Staff Communications		\$ -		\$ -
4	Administrative Facilities (Rent, utilities, maintenance)		\$ -		\$ -
5	Administrative Office Supplies		\$ -		\$ -
	a. Program Equipment Lease/Rental			\$ -	\$ -
6	b. Program Equipment Purchase (<\$5,000 per unit cost)			\$ -	\$ -
	c. Program Equipment Purchase (>\$5,000 per unit cost)			\$ -	\$ -
7	a. Participant Wages			\$ -	\$ -
	b. Participant Fringe Benefits			\$ -	\$ -
8	Supportive Services			\$ -	\$ -
9	Indirect Costs		\$ -		\$ -
10	Other (additional program costs)			\$ -	\$ -
TOTAL			\$ -	\$ -	\$ -
<p>Please note:</p> <p>Line items 1 through 5 (and 9, if applicable): Up to 10% of award may be allocated to these Administrative costs.</p> <p>Line items 6 through 10: Program costs that are allowable for this NDWG.</p> <p>Below 10a-10h: List the items of the costs captured in Line Item 10 and then provided a breakdown of the costs (Program Subcontracts, Program Staff Costs, etc.). "Item Description" will transfer to Exhibit C for completion.</p>					
	"10 Other" Item Description		Administrative	Program	Total
10a	Program Staff Costs			\$ -	\$ -
10b				\$ -	\$ -
10c				\$ -	\$ -
10d				\$ -	\$ -
10e				\$ -	\$ -
10f				\$ -	\$ -
10g				\$ -	\$ -
10h				\$ -	\$ -
TOTAL			\$ -	\$ -	\$ -

Project Exhibit Package (cont'd)

Program Equipment - *Additional information and authorization required prior to purchase, lease, or rental. List the desired equipment for the use of project "Clean-up and Repair", lease, rent, or purchase, time needed and cost.				
Equipment Item	Amount Needed	Purchase, Lease, or Rent	Months Requested	Item cost
		_ Select from Dropdown _		\$ -
		_ Select from Dropdown _		\$ -
		_ Select from Dropdown _		\$ -
		_ Select from Dropdown _		\$ -
		_ Select from Dropdown _		\$ -
		_ Select from Dropdown _		\$ -
Line Item 6 TOTAL				\$ -

Participant Wages and Benefits - List the requested information for each Job Title that Participants will be hired and working as <u>Job Titles must match any listed on the Worksite List</u> .				
Participant Job Titles	Number to be hired	Hourly Wage	a. Participant Wages	b. Fringe Benefits
	0	\$ -	\$ -	\$ -
	0	\$ -	\$ -	\$ -
	0	\$ -	\$ -	\$ -
	0	\$ -	\$ -	\$ -
	0	\$ -	\$ -	\$ -
	0	\$ -	\$ -	\$ -
Line Item 7 TOTAL		0	\$ -	\$ -

Supportive Services - List the supportive services, corresponding CalJOBS SM Activity Code, cost per item (or service) and amount of items/services you wish to provide with NDWG funding. Total cost for each will auto populate.				
Supportive Service Description	CalJOBS SM Activity Code	Cost per item	Number to purchase	Item/Service cost
		\$ -	0	\$ -
		\$ -	0	\$ -
		\$ -	0	\$ -
		\$ -	0	\$ -
		\$ -	0	\$ -
		\$ -	0	\$ -
		\$ -	0	\$ -
		\$ -	0	\$ -
		\$ -	0	\$ -
Line Item 8 TOTAL		\$ -		\$ -

Project Statement of Work

Statement of Work

2018 California Carr Fire National Dislocated Worker Grant (NDWG)

The 2018 California Carr Fire NDWG is a **temporary jobs only** project and does not include a workforce development component (career and training services).

Please complete and return to your Project Managers, Yvette Quevedo and Louella Dietrich, along with the exhibit package on or before **COB, Friday, October 26, 2018** to Sonja.Crawford@edd.ca.gov, Yvette.Quevedo@edd.ca.gov, Louella.Dietrich@edd.ca.gov, and Tuyen.Tran@edd.ca.gov.

Project Operator:

Date:

1. Amount of funding **requested** by your agency for this project:

a) \$ requested for the total project

b) Total number of Planned Participants your agency will enroll in temporary employment:
 total participants

c) Average cost per Participant: (Historically, this amount is no more than \$20,000)
\$ per participant

2. Counties to be served by your agency: ☐ Shasta ☐ Lake

3. List the Congressional Districts that cover the counties to be served:

4. Describe the damage caused by the disaster, the clean-up and repair work that will be needed, and how it has impacted the area(s) that require National Dislocated Worker Grant (NDWG) funding.

Resources

- EDD Website
 - [Resources for Project Operators/Subrecipients](#)
 - [Information Notices](#)
 - WSIN 17-09: CalJOBSSM Activity Codes
 - [Active Directives](#)
 - WSD 13-11: CalJOBSSM Participant Reporting
 - WSD 16-03: Unilateral De-Obligation
 - WSD 16-05: WIOA Closeout Requirements
 - WSD 16-13: Monthly and Quarterly Financial Reporting Requirements
 - WSD 16-16: Allowable Costs and Prior Written Approval
 - WSD 16-17: CalJOBSSM Cash Request
 - WSD 16-18: Selective Service Registration
 - WSD 17-08: Procurement of Equipment and Related Services
 - WSD 18-02: Data Change Request Form Procedure
- DOL: [TEGL 2-15](#)
- [CalJOBSSM](#)

Contacts

- EDD NDWG Project Managers

- Sonja Crawford 916-653-3130 Sonja.Crawford@edd.ca.gov
- Yvette Quevedo 916-654-4654 Yvette.Quevedo@edd.ca.gov
- Louella Dietrich 916-651-6064 Louella.Dietrich@edd.ca.gov
- Tuyen Tran 916-653-5224 Tuyen.Tran@edd.ca.gov

- EDD Project Management Mailbox

- WSBProjectManagement@edd.ca.gov

Communication

- Subject line for any emails for this grant:
 - (Organization name 3-letter Abbreviation) 2018 CA Carr Fire NDWG – Topic

Example: (EDD) 2018 CA Carr Fire NDWG – Worksite Question

QUESTIONS

